



# PLANNING COMMISSION AGENDA

## City Council Chambers

66 North Lassen Street, Susanville, CA 96130

Phone (530) 252-5118 Fax (530)257-4725

**Tuesday, March 10, 2020 – 6:30 P.M.**

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF AGENDA

### BUSINESS FROM THE FLOOR (NO ACTION TO BE TAKEN)

### APPROVAL OF MINUTES:

11.12.19

1.28.20

### PUBLIC HEARING ITEMS:

1. Consider approval or disapproval of Resolution 20-1084 for Use Permit 20-001 for applicants Spare A Dime (Crossroads Ministries) to permit temporary emergency shelter for up to 49 people, and two permanent supervisory employees at 2410 Main St. APN 105-240-07.

**NON-PUBLIC HEARING ITEMS:** Code Enforcement Update from Staff

**CORRESPONDENCE:** None

**CITY ATTORNEY REPORT:** None

**COUNTY REFERRALS:** None

**COMMISSION ITEMS:**

### ADJOURNMENT

The Planning Commission's action on Use Permit (including Planned Development Use Permits) and Variance items may be appealed to the City Council within 5 business days of action. The Planning Commission's action on Tentative Subdivision items may be appealed to the City Council within 10 business days of action. Appeals of the Planning Commission's action must be made in writing on the form provided by the City and must be accompanied by a fee adopted by the City Council. Appeals of Planning Commission actions must be based on comments made known (either through written or verbal comment) at the Planning Commission Meeting. Please contact the Community Development Department for more information regarding appeals.

**ACCESSIBILITY:** *An interpreter for the hearing-impaired may be made available upon request to the City Clerk seventy-two hours prior to a meeting. A reader for the vision-impaired for purposes of reviewing the agenda may be made available upon request to the City Clerk. The location of this meeting is wheelchair-accessible.*

### SUSANVILLE PLANNING COMMISSION

CHAIR PERSON Linda Robinette

COMMISSIONERS ~ Dan Foster, Alan Dowdy, Wayne Jambois, Melanie Westbrook

Susanville Planning Commission Minutes  
November 12, 2019  
City Council Chambers  
66 N. Lassen St. Susanville, CA 96130

Call to order at 6:32 p.m.

**Roll Call of Commissioners Present:** Commissioner Westbrook, Commissioner Foster, Commissioner Jambois, Chairperson Robinette. Absent: Commissioner Dowdy.

**City staff present:** Jessica Ryan, City Attorney and Ruth McElrath, Building Permit Technician.

**Approval of the Agenda:** Motion by Commissioner Foster, second by Commissioner Jambois to approve the agenda. Motion carried. Ayes: Foster, Jambois, Westbrook and Robinette. Absent: Dowdy.

**Business from the floor:** Harold Kimbriel, of 1060 Paiute Lane, stated he came to the Commission about 90 days ago asking for some accountability regarding a grant that was spent on a neighboring property and he was wondering why he never received any answers.

Commissioner Robinette reminded Mr. Kimbriel that while he could share his concerns, the matter was not on the agenda and if the Commission acted on anything that evening, it would be a Brown Act violation.

Mr. Kimbriel continued asking when he might get some answers and what his options were. There was general discussion regarding his past processes for inquiring about the project.

He continued that he wanted the Commission to look at 1070 Paiute Lane, a project that passed through the Planning Commission several years ago and included the construction of a barrier wall. He stated all that was done was a fence. He suggested that maybe the Commission shouldn't move forward with anymore Planning projects until there is accountability on what was done in the past.

Chari Robinette explained that all she could do at that moment was ask the City Planning staff to put the matter on their to do list and get back with him.

There was general discussion regarding where else Mr. Kimbriel might find some of his answers.

**Approval of Minutes:** Minutes of September 24, 2019 were tabled due to lack of quorum.

**Public hearing items:**

1. Consider approval of Resolution 19-1081 approving the tentative subdivision map application for Maurino Manor Unit No. 4 on A.P.N. 116-510-47 & 116-510-55 including the adopted mitigated negative declaration with De minimis findings as the environmental document for said project file number (TSM 19-001).

Ms. Ryan stated that StoneCo Construction is requesting a tentative subdivision map to allow a phased development of two parcels. Phase 1 will create two remainder lots described as Lot 1 and Lot 2, with Lot 2 being 5.9 acres and 11.7 acres respectively, in addition to 6.6 acres that is proposed for further

subdivision in Phase 2 into 18 lots zoned for single family residential development to the parcel that will abut Richmond Road.

Ms. Ryan further explained that in talking to the City Planner, Phase 2 was already approved and the new idea for space includes two fewer lots. The approval that night wasn't going to be the end all be all, it basically sets parameters for the developers to move forward on the next phase of the project. Council approval will ultimately be needed as well.

Public Hearing opened at 6:52 p.m.

Ms. Standiford provided a brief history of StoneCo Construction's business. They were currently in the process of building the last three lots on Overlook and they would like to mobilize over to Maurino Manor. She explained the tentative map was approved in 2008, but it has since expired. The project is more desirable for both StoneCo, as a developer, and the City because they have decreased the lots to provide more room between the lots and the hillside.

Chair Robinette asked if any comments had been received.

Public Hearing closed at 6:56 p.m.

City staff responded no.

Motion by Commissioner Foster, second by Commissioner Jambois to approve Resolution 19-1081. Motion carried All in Favor: Foster, Jambois, Westbrook, and Robinette. Absent: Dowdy.

**Non-Public Hearing Items:** None.

**Correspondence:** None.

**City Attorney Report:** None.

**County Referrals:** None.

**Commission Items:** Commissioner Jambois stated he was concerned about Mr. Kimbriel's comments and other's beliefs that the Commission has powers it doesn't have and that it is a regulatory agency.

In Mr. Kimbriel's case, he has heard similar comments to what Mr. Kimbriel spoke about regarding the 1070 Paiute project.

There was general discussion among the Commissioners about what the project scope included.

Ms. Ryan stated that the Commission could direct staff to agendize an item and that would be the best way to continue having the conversation and would give Mr. Kimbriel and any other neighbors to attend the meeting.

The Commission directed staff to agendize the matter and to also contact Mr. Kimbriel and let him know about the meeting so he could attend.

**Adjournment:** Motion to adjourn at 7:20 p.m. by Commissioner Jambois, second by Commissioner Foster. Motion carried. Ayes: Jambois, Foster, Westbrook and Robinette. Absent: Dowdy.

Respectfully submitted by,

\_\_\_\_\_  
Ruth McElrath, Building Permit Technician

\_\_\_\_\_  
Gwenna MacDonald, City Clerk

\_\_\_\_\_  
Approved On:

Susanville Planning Commission Minutes  
January 28, 2020  
City Council Chambers  
66 N. Lassen St. Susanville, CA 96130

Call to order at 6:32 p.m.

**Roll Call of Commissioners Present:** Commissioner Westbrook, Commissioner Dowdy, Commissioner Foster, Commissioner Jambois, Chairperson Robinette. Absent: None.

**City staff present:** Kelly Mumper, City Planner and Ruth McElrath, Building Permit Technician.

**Approval of the Agenda:** Motion by Commissioner Dowdy, second by Commissioner Jambois to approve the agenda. Motion carried. Ayes: Dowdy, Jambois, Westbrook, Foster and Robinette.

**Business from the floor:** None

**Approval of Minutes:** Motion by Commissioner Westbrook, second by Commissioner Dowdy to approve the September 24, 2019 minutes with noted corrections. Motion carried. Ayes: Westbrook, Dowdy, and Robinette. Abstain: Foster and Jambois.

Motion by Commissioner Jambois, second by Commissioner Foster to approve the October 15, 2019 special meeting minutes. Motion carried. Ayes: Jambois, Foster, Westbrook and Dowdy. Abstain: Robinette.

Motion by Commissioner Foster, second by Commissioner Jambois to approve the October 22, 2019 minutes. Motion carried. Foster, Jambois, Westbrook and Robinette. Abstain: Dowdy.

**Public hearing items:**

1. Consider approval of Resolution 20-1083 approving a Variance for applicants Larry and Gentry Standiford to reduce the interior side setbacks to 3', eliminate the requirements for 10' setbacks for homes or structures for the planned development Quail Hollow, bordering Paiute Lane, and reduce the rear yard setback requirement to 6'. A.P.N. 101-170-10, 11, 12.

Mr. Mumper distributed a letter from the applicant and then explained the applicant is requesting a variance regarding the setback requirements that were previously approved for a new subdivision. The setbacks, adopted by Resolution No. 08-910 required 5' setbacks for the interior side, 10' setbacks for the exterior (street side) and 8' setbacks for the rear yards.

The applicant would like a variance to reduce the interior side setbacks to 3', eliminate the requirements for 10' setbacks for homes or structures bordering Paiute Lane and reduce the rear yard setback requirement to 6'.

The project is exempt per California Environmental Quality Act (CEQA) section 15305, which states that variances for side and setbacks not resulting in the creation of new parcels may be exempt from further environmental review.

The project went through the environmental review process and a document was adopted when the project was first applied for. Due to the minor nature of the variance request, no further review because the project was not significantly altered.

The application was circulated, and the Fire Department was the only one who provided comment that a 10' separation must be maintained between the structures. Mr. Mumper continued that the variance request is in line with the City code.

Commissioner Jambois asked what the purpose of the request was. He stated he was on the Commission when the project was approved in 2008 and it was enthusiastically received.

Mr. Mumper responded that the final map has been recorded and the project is set to go. The variance is a special request because they needed a way to amend what was adopted on the Resolution and this is the avenue to do so.

Public comment opened at 6:46 p.m.

Gentry Standiford, applicant, explained the project was initially going to be a senior citizen community with modular homes. Due to the lot sizes, they didn't want to go with a cookie cutter type modular and when they decided to move forward with stick-built homes, they needed more accommodating outdoor space. By shifting them over two feet and providing seven feet on the side, it opens the living area and provides for a recreational patio. She continued that it is more profitable for her as a developer because it will allow for more outdoor living space to sell because there is not a big back yard as it is a planned unit development.

Chair Robinette commented that since 2008, the matter came back to the Commission about two years ago and it gave an extension. She was under the impression the project was geared for senior citizens and something was removed from the project.

Ms. Standiford responded they removed the recreational center and added a park.

She explained that it will be affordable housing and with two bedrooms, two bathrooms it would be an affordable starter house for a family or for senior citizens starting to downsize.

Public hearing closed at 6:51 p.m.

Commissioner Dowdy stated they were going to see more variance requests with the Governor signing legislation to allow for more mother-in-law homes and some variances could push homes out to the property line.

Motion by Commissioner Foster, second by Commissioner Westbrook to approve Resolution 20-1083. Motion carried: Ayes: Foster, Westbrook, Jambois, Dowdy and Robinette.

**Non-Public Hearing Items:** At the Commission's request, Mr. Mumper gave a brief overview of his professional career prior to becoming the new City Planner. He has been added to the City's Economic Development team and shared his vision for the City.

**General Correspondence:** Mr. Mumper shared an update from City Building Official Anthony Hanner regarding code enforcement. Mr. Hanner said that many code enforcement cases are opened, but oftentimes they self-abate, which means the property owner received a letter and took care of the issue.

The Commission held a general discussion regarding code enforcement and the homeless camping in various locations around Susanville.

The Commission asked that Mr. Hanner come to the next regularly scheduled meeting to further address the issue.

**City Attorney Report:** None.

**County Referrals:** None.

**Commission Items:** None.

**Adjournment:** Motion to adjourn at 7:20 p.m. by Commissioner Westbrook, second by Commissioner Jambois. Motion carried: Westbrook, Jambois, Foster, Dowdy and Robinette.

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Signed, Vice Chair Linda Robinette

Respectfully submitted by,

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Ruth McElrath, Building Permit Technician

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Gwenna MacDonald, City Clerk

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Approved On:

**Table of Contents**

**City of Susanville Planning Commission Meeting**

**March 10, 2020**

**Use Permit #20-001 Spare a Dime (Crossroads Ministries)**

**Staff Report.....1**

**Approving Resolution.....3**

**Disapproving Resolution.....5**

**Site Plan.....7**

**Elevation.....8**

**Planning Application.....9**

**Project and Environmental Questionnaire.....10**

**Project Correspondence.....13**

**CITY OF SUSANVILLE PLANNING COMMISSION  
STAFF FINDINGS**

APPLICANT	Spare A Dime, Inc.
OWNER	Spare A Dime, Inc.
REPRESENTATIVE	Cheri Farrell
REQUEST	To permit temporary emergency shelter for up to 49 people, and two permanent supervisory employee bedrooms, offices, storage, and a restroom on the second floor of an existing building.
ASSESSOR'S PARCEL NO'S	105-240-07
PARCEL SIZE	6175 square feet
LOCATION	2410 Main Street
EXISTING ZONING	C-2 General Commercial Shopping Center
SURROUNDING ZONING	C-2 General Commercial Shopping Center
SURROUNDING LAND USE	Commercial on the east, west, north, and south
GENERAL PLAN DESIGNATION	General Commercial/Shopping Center
ENVIRONMENTAL DETERMINATION	Categorically Exempt pursuant to section 15303(c)

COMMENTS RECEIVED:

1. Building Department - A. Appropriate exit lighting/signs. B. Smoke detectors/fire extinguishers. C. Compliance with all fire and life safety codes.
2. Fire Department - A. Appropriate exit lighting/signs. B. Smoke detectors/fire extinguishers. C. Compliance with all fire and life safety codes.
3. Police Department – No Comments.

CORRESPONDENCE:

Staff received supporting and non-supporting correspondence from business owners and community members regarding the proposed Use Permit and said comments have been included in this staff report.

### ANALYSIS:

The applicants are currently in violation of their existing Use Permit (UP-01-01) adopted by Resolution No. 01-730, which allows up to 10 people to sleep on the second floor each night of the existing building. Two of the said 10 allowed people are reserved for employees that supervise the upstairs sleeping area. For several years, the applicants have been allowing people who require emergency shelter to sleep on the ground floor at night. Not only does this violate their Use Permit but the Fire Department and Building Department have identified egress and safety issues pertaining to the sleeping of people on the ground floor each night. That said, the applicants have shown good faith in applying for a new Use Permit to allow for more people to stay on the premises each night. By working with the Fire Department and Building Department, staff feels that a safe compromise can be achieved to allow for more people to be housed at this location.

Staff visited the site on multiple occasions in the past months to address the existing Use Permit, egress, and building code issues. The applicants have since addressed portions of their egress issues by removing all the items from the rear storage area and into shipping containers on the rear of the subject parcel. Any future requests to expand beyond 49 people would require the building to be retrofitted with fire sprinklers.

The new proposal is to approve Use Permit 20-001 allowing temporary emergency shelter for up to 49 people and two resident/employee bedrooms (living quarter rooms) on the second floor of an existing building. The applicants are proposing that the existing entrance to the building be relocated to the rear of the building to reduce foot traffic seen in front of the building on Main St. The project is located at 2410 Main Street.

If the Planning Commission offers favorable consideration to this application, staff recommends establishing milestone markers within the conditions of approval so that the Commission can receive a progress report from Staff and/or from the applicants regarding how the increased number of people per night is working in regards to health and safety of the patrons utilizing services from Crossroads Ministries.

Staff has included an approving and disapproving resolution for Use Permit 20-001. The Planning Commission may choose to approve, disapprove, or defer the decision to the City Council. Should the Planning Commission choose to approve the Use Permit, the conditions of approval are outlined as shown in Resolution No. 20-1084. If the Planning Commission decides to disapprove the project, the applicants may appeal to the city council. In addition, if the Planning Commission decides to disapprove the project, the applicants will be able to operate under their existing Use Permit if the conditions of approval from the existing Use Permit are followed.

**RESOLUTION NO 20-1084**  
**A RESOLUTION BY THE SUSANVILLE PLANNING COMMISSION,**  
**APPROVING A USE PERMIT TO PERMIT EMERGENCY SHELTER FOR UP TO**  
**49 PEOPLE**  
**FILE NUMBER (UP 20-001)**

**WHEREAS**, Spare A Dime, Inc. (Crossroads Ministries), has submitted a Use Permit application to allow for an Emergency Shelter that would permit up to 49 people with nightly sleeping accommodations in an existing commercial building in a "C-2" General Commercial/Shopping Center zoning district); and

**WHEREAS**, the City of Susanville City Planner has determined that the project is exempt from the California Environmental Quality Act pursuant to section 15303(c); and

**WHEREAS**, the Susanville Planning Commission, at a public meeting held during its regular meeting of March 10, 2020, considered the written and verbal comments presented concerning the proposed project.

**NOW, THEREFORE, BE IT RESOLVED** the City of Susanville Planning Commission hereby approves Use Permit 20-001 filed by Spare a Dime Inc. (Crossroads Ministries), to permit up to 49 people for emergency sheltering at 2410 Main Street based on the following findings of facts:

- A. That the proposed request is consistent with the C-2 zoning for the property and is consistent with the General Plan.
- B. That the establishment, maintenance, or operation of the subject use, building or facilities applied for will not, under the circumstances of the particular case, will be detrimental to the health, safety, morals or comfort and general welfare of persons residing or working in the neighborhood of the proposed use and will not be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city.
- C. Comments from Fire, Public Works and Building note no concern if compliance with the Building and Fire codes are maintained.

**BE IT FURTHER RESOLVED**, the Planning Commission hereby approves Use Permit application No. 20-001 filed by Spare a Dime Inc. (Crossroads Ministries), to permit up to 49 people for emergency sheltering at 2410 Main Street subject to the terms, agreements and conditions as follows:

- 1) Modifications to the project as approved will require an application for a new Use Permit.
- 2) The applicant shall provide any easements necessary to allow access to water, sewer, telephone, and electric connection points. All relocation or extension of utilities caused by the project shall be at the expense of the developer.
- 3) All new and relocated utility lines shall be placed underground.

- 4) For the purposes of assuring compliance, the applicants, agents, representatives or their assignees agree not to deny or impede access to the subject property by City employees in the performance of their duties.
- 5) This permit is granted for the listed uses which are to be located as shown on the approved site plan labeled Exhibit "A". Minor modifications may be approved by the City Planner. Any substantial revisions will either require an amendment to this permit or a new Use Permit.
- 6) The applicants will be required to provide the Planning Commission with a progress report at regularly scheduled Planning Commission meetings after 6 months, 12 months, and 18 months, to discuss how the new Use Permit is working in regards to public health, safety, building code, fire code, police service calls (if any).
- 7) At the 24-month milestone, this Use Permit shall expire unless the applicants submit a proposal for amendment, ask the planning commission for an extension (which shall be for one year), or apply for a new Use Permit.
- 8) Applicable City of Susanville and Lassen County Departments will be allowed to provide comments at said milestone meetings.
- 9) The total occupancy for the sleeping areas on the ground and second floor shall not be more than 49 combined, this includes the supervisory sleeping areas for employees and transitional housing patrons who reside on the second floor.
- 10) The annual unsheltered persons count "Point in Time Count" shall be the threshold for the allowed emergency shelter occupancy for the Use Permit which shall never exceed 39 people.

The foregoing Resolution No. 20-1084 was adopted at a regular meeting of the Planning Commission of the City of Susanville, held on the 10th day of March 2020 by the following vote:

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

APPROVED: \_\_\_\_\_  
 Linda Robinette, Chairperson  
 Planning Commission  
 City of Susanville, State of California

ATTEST: \_\_\_\_\_  
 Gwenna MacDonald, City Clerk  
 Secretary to the Planning Commission

**RESOLUTION NO 20-1084**  
**A RESOLUTION BY THE SUSANVILLE PLANNING COMMISSION,**  
**DISSAPROVING A USE PERMIT TO PERMIT AN EMERGENCY SHELTER FOR**  
**UP TO 49 PEOPLE**  
**FILE NUMBER (UP 20-001)**

**WHEREAS**, Spare A Dime, Inc. (Crossroads Ministries), has submitted a Use Permit application to allow for an Emergency Shelter that would permit up to 49 people with nightly sleeping accommodations in an existing commercial building in a "C-2" General Commercial/Shopping Center zoning district); and

**WHEREAS**, the City of Susanville City Planner has determined that projects that are disapproved or rejected by a public agency are not subject to further California Environmental Quality Act (CEQA) review pursuant to section 15270(a) of the CEQA Guidelines; and

**WHEREAS**, the Susanville Planning Commission, at a public meeting held during its regular meeting of March 10, 2020, considered the written and verbal comments presented concerning the proposed project.

**NOW, THEREFORE, BE IT RESOLVED** the City of Susanville Planning Commission hereby disapproves Use Permit application 20-001 filed by Spare a Dime Inc. (Crossroads Ministries), to permit up to 49 people for emergency sheltering based on the following findings of facts:

- A. That the establishment, maintenance, or operation of the subject use, building or facilities applied for will, under the circumstances of the particular case, will be detrimental to the health, safety, morals or comfort and general welfare of persons residing or working in the neighborhood of the proposed use and will be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city.
- B. The proposed project is inconsistent with the Zoning Ordinance and *City of Susanville General Plan, 1990-2010*.
- C. The City of Susanville City Planner has determined that projects that are disapproved are not subject to further California Environmental Quality Act (CEQA) review pursuant to section 15270(a) of the CEQA guidelines.

The foregoing Resolution No. 20-1084 was disapproved at a regular meeting of the Planning Commission of the City of Susanville, held on the 10th day of March 2020 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

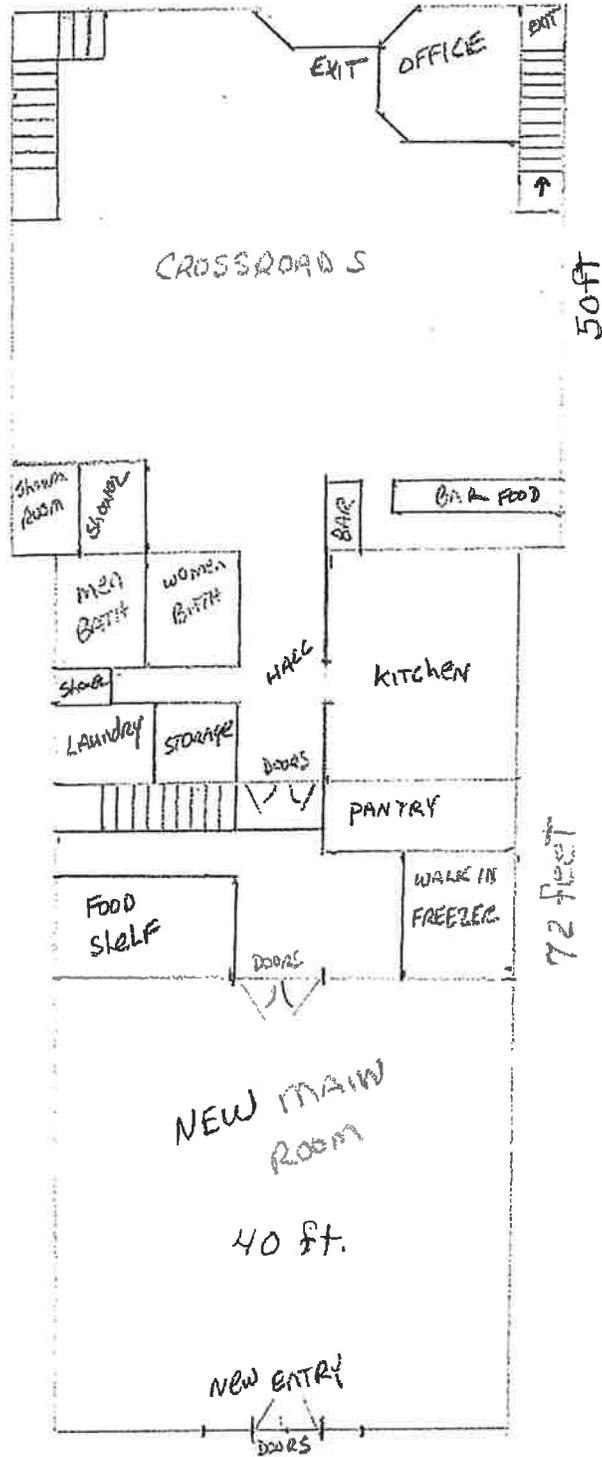
APPROVED: \_\_\_\_\_  
Linda Robinette, Chairperson

Planning Commission  
City of Susanville, State of California

ATTEST: \_\_\_\_\_  
Gwenna MacDonald, City Clerk  
Secretary to the Planning Commission

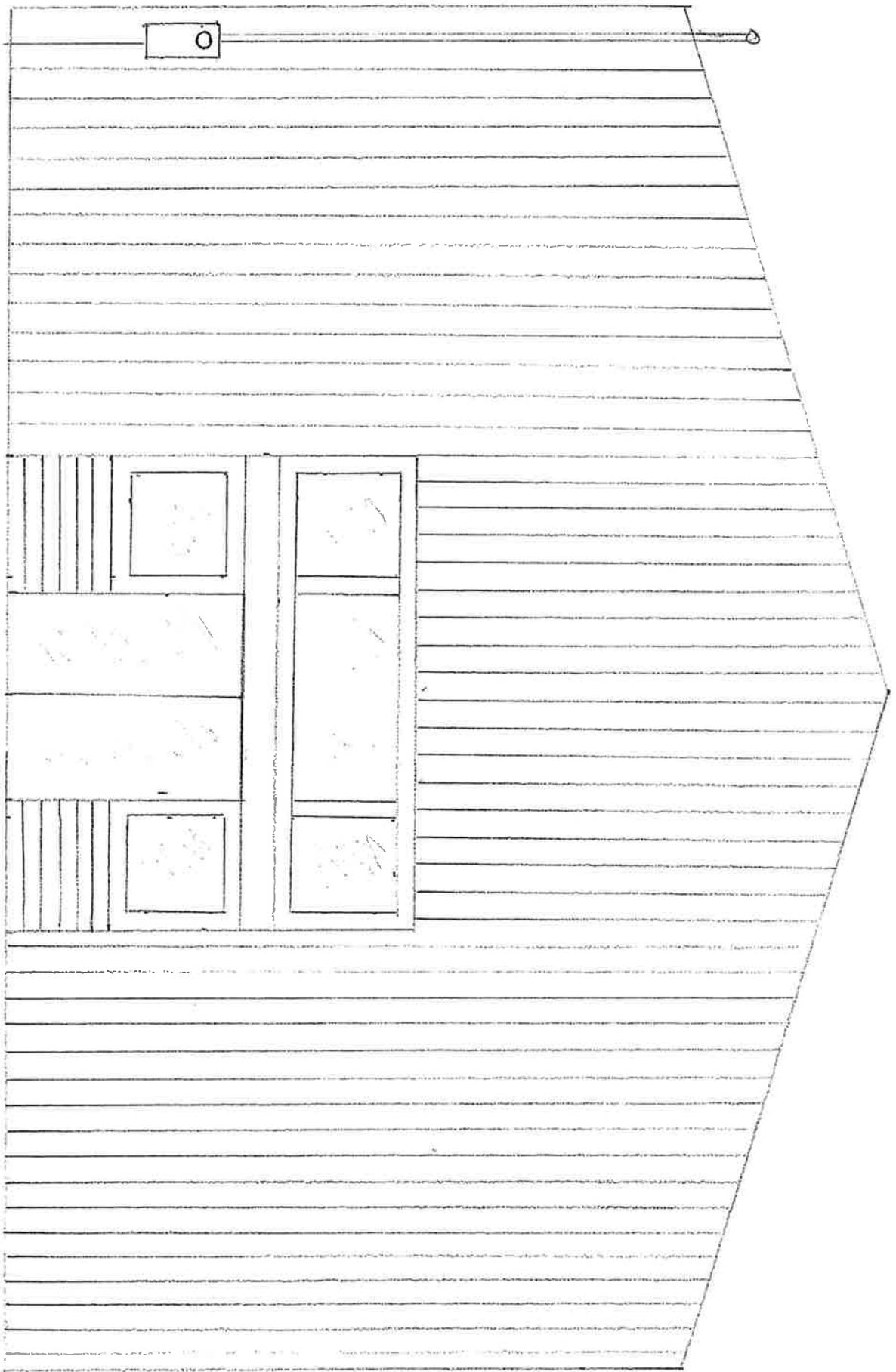
MAIN STREET

Exhibit "A"



ALLEY

CROSSROADS FROM BACK ALLEY





# PLANNING APPLICATION

TYPE OR PRINT CLEARLY

Applicant <b>Spare-A-Dime</b>	Street Address <b>2410 main st</b>	City <b>Susanville</b>	Zip Code <b>96130</b>	Day Phone <b>(530) 257-0701</b>
Representative (if any) <b>Cheri Farrell</b>	Street Address <b>2410 main st</b>	City <b>Susanville</b>	Zip Code <b>96130</b>	Day Phone <b>(530) 251-7672</b>
Property Owner <b>Spare-A-Dime</b>	Street Address <b>2410 main st</b>	City <b>Susanville</b>	Zip Code <b>96130</b>	Day Phone <b>(530) 251-0701</b>
Applicant Email		Representative Email		
Correspondence to be sent to: <input type="checkbox"/> Applicant <input type="checkbox"/> Representative <input type="checkbox"/> Owner				

Project Address <b>2410 main st -</b>			Assessor's Parcel No. <b>APN # 105-240-07</b>
Existing Land Use <b>Commercial</b>	Site Acreage <b>6.75</b>	Zoning <b>C-1</b>	General Plan
Description of proposed project (attach sheets if necessary) <b>Temporary Emergency shelter with a person capacity Remodel of metal bldg. Existing Permit up-97-07 Addendum/Additional</b>			

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate. Signed <b>Cheri Farrell</b> Date <b>2-19-20</b>	Property Owner/Authorized Agent: I have read this application and consent to its filing. Signed _____ Date _____
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TYPE OF APPLICATION	<input type="checkbox"/> Abandonment <input type="checkbox"/> Administrative Permit <input type="checkbox"/> Architectural & Site Plan Review <input type="checkbox"/> Amendment/Appeal <input type="checkbox"/> Design Review <input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Home Occupation Permit <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Other _____ <input type="checkbox"/> Parcel Map <input type="checkbox"/> Planned Development District <input type="checkbox"/> Rezoning	<input type="checkbox"/> Specific Plan <input type="checkbox"/> Subdivision <input checked="" type="checkbox"/> Use Permit <input type="checkbox"/> Time Extension: Expiration Date _____ <input type="checkbox"/> Zone Variance
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REQUIRED SUPPLEMENTAL INFORMATION	<input checked="" type="checkbox"/> Reproducible Site Plan; Use Permit, Administrative Permit, Site Plan Review, Variance <input type="checkbox"/> Building Elevations: Use Permit, Site Plan Review, Planned Development <input type="checkbox"/> Floor Plans: Planned Development, Use Permit <input type="checkbox"/> Reproducible Tentative Subdivision Map (copies) <input type="checkbox"/> Preliminary Title Report: Subdivision, Lot Split, Abandonment <input type="checkbox"/> Subdivision Data Sheet: Subdivision, Planned Development	<input type="checkbox"/> Letters from Utility Companies: Abandonment <input type="checkbox"/> Letter of Justification: Variance <input type="checkbox"/> Home Occupation Permit Affidavit <input type="checkbox"/> Legal Description: Lot Line Adjustment; Abandonment <input type="checkbox"/> C.C. & R's <input type="checkbox"/> Other _____
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FOR OFFICE USE ONLY	Application Number(s) <b>UP # 20-001</b>	Received By <b>Kelly Mumper</b>	Date Application Received <b>2/19/2020</b>
	Date Application Certified Complete <b>2/20/2020</b>	Staff Assigned <b>Kelly Mumper</b>	Redevelopment Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Fees Received/Receipt No. <b>003314</b>	NOTES TO FILE	
	Environmental Determination <input checked="" type="checkbox"/> Categorically Exempt <input type="checkbox"/> Negative Declaration <input type="checkbox"/> EIR Required		

MAKE CHECKS PAYABLE TO CITY OF SUSANVILLE



# CITY OF SUSANVILLE PLANNING DIVISION PROJECT & ENVIRONMENTAL QUESTIONNAIRE – Short Form

This document will assist the Planning Divisions evaluation of the proposed project and its potential environmental impacts. Complete and accurate information will facilitate the City's environmental assessment of the project and will minimize future requests for additional information. Please contact the Planning Division at 66 N. Lassen Street, Susanville, CA 96130-3904, Phone: (530) 252-5117, Fax: (530) 257-4725, if you have any questions regarding this document, environmental review or your project. *Please attach additional sheets and/or information as necessary.*

## I. GENERAL INFORMATION

A. Describe the proposed project. Provide as much detail as possible: \_\_\_\_\_

Remodel of metal building - making Crossroads  
entrance off main street into back parking  
area:

Remodel metal building for temporary emergency  
shelter

B. Applicant's Name: Cheri Farrell for Crossroads Ministries  
Mailing Address: 2410 Main St - Susanville, Ca 96130  
Telephone: Business (530) 251-0701 Home (530) 251-7072  
Fax (530) 251-5437 E-Mail crossroads022@gmail.com  
What is the best way to contact you? Phone - 251-7072

C. If the Applicant is not the Owner of the Property, has the owner's permission been secured?  
\_\_\_\_\_

**II. PROJECT SITE INFORMATION:**

**A. Physical Characteristics:**

1. Address or Location: 2410 main st - Susanville, Ca
2. Assessor's Parcel Number (if known): APN# 105-240-07

**B. Zoning Information: (if known)**

1. Zoning District(s): C-1
2. General Plan Land Use Designation: church

**C. Adjacent Zoning and Existing Land Uses Within 300 Feet of the Project site: (if known)**

	Zoning	Existing Land Use
North	Commercial	mobile kabe
South	Residential	Vacant Lots
East	Commercial	Unused
West	Commercial	Kurt's Works

**D. Environmental Settings:**

1. Describe the project site's existing topography, soil stability, plant and animal life, scenic vistas, cultural, historical or archaeological resources, proximity to bodies of water or any other outstanding site characteristics and explain how they will be disturbed (if any) as a result of this project: \_\_\_\_\_

2 story rock building with attached metal building. Entire lot covered in building, excluding 12.5 easement.

2. Is the project site within either of the following (mark if known)?

Floodway       100-year floodplain       500-year floodplain

**III. PROJECT INFORMATION:**

**A. RESIDENTIAL PROJECTS:**

1. Type of residential project: \_\_\_\_\_
2. Total number of lots: \_\_\_\_\_ Total number of dwelling units: \_\_\_\_\_
3. Total acreage: \_\_\_\_\_ Total dwelling units per acre: \_\_\_\_\_
4. Total Number of Off Street Parking Spaces Provided: \_\_\_\_\_
5. Estimated date to begin construction or open business: \_\_\_\_\_

**B. NON-RESIDENTIAL PROJECTS:**

1. Type of Uses (s): Social Services - daily feeding
2. Days and Hours of Operation: mon-sat - 7-3
3. Total Number of Employees: 4
4. Square footage of use (if known) \_\_\_\_\_
5. Estimated Total Number of Visitors/Customers on site at any one time: 80 - most
6. Total Number of Off Street Parking Spaces Provided: \_\_\_\_\_
7. Estimated date to begin construction or open business: \_\_\_\_\_

**V. ATTESTATION:**

As applicant/agent for this proposal, I hereby state that, to the best of my knowledge, the above answers and statements are true and complete.



Signature of Applicant/Agent

2-19-20

Date

Cheri Farrell, Exec. Director

Print Name and title of Applicant/Agent

**City of Susanville  
Planning Division**

66 North Lassen Street  
Susanville, CA 96130-3904  
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**Contacts:**

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560 N Mesa Street  
 Susanville, CA 96130  
 257-5893

March 2020

Susanville City Council  
 City of Susanville Planning Commission  
 66 N Roop Street  
 Susanville, CA



BY: RMC

Dear Members:

We, community members, wish to advise the City of Susanville Planning Commission and the Susanville City Council of our support for the efforts of Crossroads Ministries in their service to the needy and especially the homeless of this community. For years many of us, through the work of the Susanville United Methodist Church, have prepared and served meals at Crossroads Ministries. We are well aware of our community's needs as served by Crossroads Ministries. We enthusiastically support their efforts to extend and expand their services to the homeless by providing for greater numbers in evening shelter on our frigid fall and winter nights.

We, the undersigned, support Crossroads Ministries' expansion efforts.

Signature	Location	Signature	Location
<u>Whini Dean</u>	<u>SUSANVILLE</u>	<u>Richard P. Porello</u>	<u>SUSANVILLE, CA</u>
<u>Andi Jackson</u>	<u>SUSANVILLE</u>	<u>Jeanne Long</u>	<u>JAMESVILLE, CA</u>
<u>Margie Sattka</u>	<u>Susanville</u>	<u>Shirley Elliott</u>	<u>Susanville, CA,</u>
<u>Frank A. Hall</u>	<u>Susanville</u>	<u>Diana Keller-Fish</u>	<u>Susanville, CA</u>
<u>Georgianne R. Hall</u>	<u>SUSANVILLE</u>	<u>Stan Leonard Hafner</u>	<u>Susanville Ca</u>
<u>Michelle</u>	<u>Susanville</u>	<u>Shela Pickett</u>	<u>Susanville, CA</u>
<u>Martin B. Boring Sr.</u>	<u>Susanville</u>	<u>Mary Mesare</u>	<u>Susanville</u>
<u>Mark Spink</u>	<u>Susanville</u>	<u>John Roberts</u>	<u>Milford</u>
<u>C. Dymelce</u>	<u>Susanville</u>	<u>Gloria Bege</u>	<u>Susanville</u>
<u>[Signature]</u>	<u>Susanville</u>	<u>Edward Johnson</u>	<u>Jesaville</u>
<u>Deborah L. Platt</u>	<u>Susanville</u>	<u>Doug Peters</u>	<u>Susanville</u>
<u>Al Bodson</u>	<u>Susanville</u>	<u>Jeri Kresge</u>	<u>Susanville, CA</u>
<u>Judy Bratcliffe</u>	<u>Susanville</u>	<u>Mark [Signature]</u>	<u>Susanville</u>
<u>Ann Craig</u>	<u>Susanville</u>	<u>_____</u>	<u>_____</u>
<u>Mary E. Roberts</u>	<u>Milford</u>	<u>_____</u>	<u>_____</u>

March 1, 2020

To: Kelly Mumper, City Planner  
City of Susanville, Planning Commission

I would like to urge the City of Susanville to approve Use Permit #20-001, allowing Crossroads Ministries to use their existing facility at 2410 Main St. as an emergency shelter to for up to 49 individuals as a nightly sleeping accommodation.

This use would be compassionate and humane, as the targeted homeless individuals have no where else to sleep. Lassen County and the City need to step up and help these people, and helping Crossroads Ministries qualify for the use permit would be practical as well. It is the fastest and most economical way to shelter these unfortunate people while the various administrations figure out a more permanent solution.

Thank you,

A handwritten signature in cursive script that reads "Mimi Rena".

Mimi Rena

MIMI RENA  
PO BOX 1726  
SUSANVILLE  
251-7940  
CASSEN.MIMI@GMAIL.COM

February 29, 2020

City of Susanville

66 North Lassen St.

Susanville, Ca 96130

Mr. Kelly Mumper, Planning Commission

Thank you for taking time yesterday to answer some of my questions.

I received your letter about the Public Hearing concerning Crossroads Ministries seeking a Use Permit.

We purchased the property and building at 2450 Main Street on June 25, 2014 and Dollar General is our tenant.

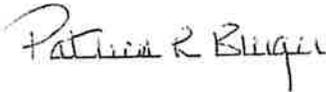
We have had issues with the people using the services at Crossroads Ministries.

Their clients have been sleeping in our parking lot and landscape, use the area for their bathroom needs and sleeping in our dumpster and setting it on fire. We are concerned with more people sleeping there will increase our problems. We can not put a fence along our property line due to a right a way for the alley. We know there is a need for more housing for the homeless. The city must consider the needs of the business owners too. Customer are afraid to shop and that means less tax dollars for the city.

We are asking you to consider all the problems that could occur with housing that many more people in that one building.

Thank you for your consideration.

Burger Livermore Valley LLP, Patricia L. Burger 925-829-9745

A handwritten signature in cursive script that reads "Patricia L. Burger".

Please approve the Crossroads Ministries  
Use Permit revision, allowing them to  
better serve the needy and homeless.  
I support your approval action.

*Mimi LENA*

Please approve the Crossroads Ministries  
Use Permit revision, allowing them to  
better serve the needy and homeless.  
I support your approval action.

*C. Annelle*

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Please approve the Crossroads Ministries Use  
Permit revision, allowing them to better serve  
the needy and Homeless.  
I support your approval action.



*Deborah Abbott*

Please approve the Crossroads Ministries  
Use Permit revision, allowing them to  
better serve the needy and homeless.  
I support your approval action.

*Mayori Satch*